



# Massillon Civil Service Commission

## **NOTICE OF EXAMINATION**

The Massillon Civil Service Commission will conduct a competitive examination for the position of **CUSTODIAN/GROUNDSKEEPER** in the Massillon City Schools on **Thursday June 10, 2021**

**LOCATION:** Massillon Recreation Center -505 Erie Street N. Massillon, OH

**Exam Time 1:** 6:00-7:30 PM

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### **DUTIES**

Responsible for maintaining the building and grounds at a high level of cleanliness and willing to perform all tasks necessary to meet this responsibility.

**There are 3 vacancies.** Shifts are 2:30 PM – 11:00 PM, 7:00 AM – 3:30 PM, and 3:30 PM – 12:00 AM. Candidates will not pick their shift.

### **ESSENTIAL FUNCTIONS**

- Wet mop, clean, remove trash, wax floors, disinfect, dust, scrub and sanitize all areas of the school/gym/lunch room
- Maintenance, repair and replacement of gym and playground equipment
- Set up and tear down of tables, chairs and gym equipment
- Ordering and maintaining supplies and tools required to perform duties
- Emergency light repairs, change outs
- Visual plumbing and boiler checks
- Maintain outdoor areas; mow, trim, remove snow, edge flower beds, rake leaves
- Other duties as assigned by management

### **EQUIPMENT OPERATED**

- Carpet scrubber, floor scrubber, burnisher, walk behind/riding mower, trimmer, vacuum, wet vacuum, wet mop, dust mop

## REQUIREMENTS

- High School Diploma or GED
- Ability to lift with/without accommodations up to 50 lbs.
- Be a citizen of the United States or otherwise declare the intention to become a United States citizen
- Possess proficient verbal and written communication skills with ability to display positive public relations
- Ability to pass pre-employment criminal background and FBI check
- Ability to pass pre-employment drug screen

## PAY RATE

**\$18.37 to \$18.73 / hour**

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**Deadline to apply: May 5, 2021 by 5:00 PM** *Late applications will not be accepted.*

**Deadline to accept documentation: May 12, 2021 by 5:00 PM**

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*You will be disqualified if it is found that you have made false statements*

## SCOPE OF EXAMINATION

To sit for the Written Civil Service Examination, you must complete an On-line Indeed® assessment. Failure to complete the assessment, will disqualify you from sitting for the examination.

The online assessment counts towards 40% of your testing score, 60% from the written examination. The written examination will consist of questions in the subject areas of safety, basic math, problem solving, cleaning procedures, reading comprehension, public relations, tools, tool use, and other related areas.

**Applicants attaining a minimum passing score of seventy percent (70%)** on the written examination will be placed on an eligibility list ranked according to total score. Per Section 124.26 of the Ohio Revised Code, the eligibility list expires upon filing or closing of the position.

**PLEASE NOTE: There is no mandate that states you must be hired based on the ranking of the Eligibility List. There are other factors that also can determine if you are qualified for the position; i.e.: interviewing, skill testing, experience**

## **BONUS CREDIT - DOCUMENTATION & STANDARDS**

Veteran's Preference: In accordance with Section 124.23 of the Ohio Revised Code, any applicant discharged from the uniformed services or transferred to the reserves with evidence of satisfactory service who is a resident of this state and any member of a reserve component of the armed forces of the United States, including the Ohio national guard, with more than one hundred eighty days (180) of active duty service pursuant to an executive order of the President of the United States or an act of the congress of the United States shall receive additional credit of twenty percent **(20%)** of the total grade given awarded in the examination provided a passing grade is attained. A member in good standing of a reserve component of the armed forces of the United States, including the Ohio National Guard, who successfully completes initial entry level training, shall receive a credit of fifteen percent **(15%)** of the person's total grade given in the examination provided a passing grade is attained.

## **EQUAL EMPLOYMENT OPPORTUNITY**

Qualified applicants will receive consideration for employment without regard to race, gender, religion, national origin, age, political affiliation, or any other non-merit factor. The Massillon City School District is a drug-free workplace.

By Order of Massillon Civil Service Commission: Elaine Campbell, Margaret Elum, and  
Tony Townsend